

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



February 9, 2011

CSSIN LETTER: 11-02

ALL IV-D DIRECTORS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL BOARDS OF SUPERVISORS

SUBJECT: CONVERSION OF WELFARE ARREARS

Pursuant to Child Support Services Letter 07-11 Errata, Duplicate Case Transfer Policy Update for Statewide Services Version 2.1, account balances that were converted during the pre-transitioned period, due to the duplicate case transfer process, from welfare (assigned) to non welfare (unassigned) must be reconverted back to assigned. The purpose of this letter is to clarify statewide policy regarding the reconversion of unassigned accounts back to assigned accounts now that all Local Child Support Agencies (LCSAs) have transitioned to the statewide Child Support Enforcement (CSE) system.

LCSAs that are currently managing any case that previously changed case management responsibility prior to both counties' transition to CSE must determine if there are account balances still owing that now need to be converted back to assigned accounts. The example below illustrates this scenario.

Example

County A transferred a case to County B, pre-transition to CSE. County A had assigned arrears that were owed but County B did not have any public assistance history. During the non-transitioned period, County B was required to convert the assigned account balances owed to County A to unassigned accounts. As a result, collections received have been distributed to unassigned accounts which were disbursed to the custodial party (CP).

County B must review the case and public assistance history to determine if there are account balances still owed by the non-custodial parent (NCP) that need to be reconverted from unassigned back to assigned accounts. County B will reconvert the amounts owed back to "assigned" if it is found that County B did indeed convert County A's assigned arrears to unassigned. If the balances were converted, but have since been paid in full by the NCP no action is required.

Reason for this Transmittal

- ☐ State Law or Regulation Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Change
- ☒ Clarification requested by One or More Counties
- ☒ Initiated by DCSS

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Cases may be reviewed during the normal course of business to identify those that need to be adjusted. This may be done when auditing cases, when a CP has submitted a request to waive arrears, or upon receipt of a request from an NCP regarding the Compromise of Arrears Program.

In addition, query Q-293 "Assigned to Unassigned Reconversion" has been developed. This query may assist LCSAs in identifying affected cases. The query, procedures for where and how to document reconversions and a Q&A document are available at:
<https://central.dcss.ca.gov/ops/FDM/Queries/Forms/AllItems.aspx>

If you have any questions or concerns regarding this matter, please contact Michelle Tedrow at (916) 464-5883.

Sincerely,

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BILL OTTERBECK
Deputy Director
Child Support Services Division